



city of albuquerque
Parks and Recreation Department

Mayor Martin J. Chavez

Jay Hart, Director

Balloon Fiesta Park 2006

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Balloon Fiesta Park – User Check List

THE EVENT RESERVATION APPLICATION NEEDS TO BE SUBMITTED NOT LATER THAN:

- | | |
|-------------------------------------|-------------------------------|
| 1. Concerts, sales or larger events | 45 DAYS PRIOR TO EVENT |
| 2. Runs, smaller events | 30 DAYS PRIOR TO EVENT |

Non-refundable Application Fee attached:

- ☐ \$35 For Runs and Walks or small events scheduled at the park
- ☐ \$100 For larger events (more than 3,000 people) that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park, or if food, beverage or merchandise will be sold, paid admission, etc.

3. If claiming “Non-Profit” Status, please provide proof of Non-Profit Status (e.g. Articles of Incorporation, Determination Letter for 501c3, etc.)

ONCE THE APPLICATION IS SUBMITTED, REVIEWED AND ACCEPTED THE APPLICANT MUST ENSURE THE FOLLOWING ARE COMPLETED:

CHECK LIST FOR COMPLETED BALLOON FIESTA PARK USE PERMIT:

- ☐ Completed COA Parade & Event Permit? This COA Permit provides the required approvals for your event. Chief’s Office of APD is the last signature on Permit.
- ☐ ***Notify Balloon Fiesta Park Stakeholders, (see Stakeholder Coordination Check List)***
- ☐ Provide a list of vendors for the proposed event.
All vendors must be registered with City and the State.
- ☐ If needed, complete Park User Agreement.
- ☐ Provide required insurance certificate.
- ☐ Provide payment for damage deposit, park usage fee, etc. (see page of application)

THE APPLICATION MUST BE EXECUTED NOT LATER THAN 7 DAYS PRIOR TO EVENT. If the permit is not completed within the required time frame, the permit could be cancelled or additional charges applied.

This up to the applicant to conform to the current laws and requirements and assure that the event has all the necessary permits and remains in compliance throughout the entire event. Failure to comply with the requirements suggested by the City departments can result in a shut down of the event with possible legal ramifications.

Balloon Fiesta Park – Application Process 2005

Application Process:

1. Review the 2005 Balloon Fiesta Park Reservation Map, Park Information Flyer, and 2005 Approved Fee Schedule.
2. Contact Patricia Sena, 768-5300 from the Parks and Recreation Department concerning availability of use at the park. *THE AFTER HOURS EMERGENCY PHONE NUMBER IS 250-3798.*
3. Fill out the attached Event Reservation Application.
4. Sign the declaration section on the Park Use Application.
5. .If claiming “Non-Profit” Status, please provide proof of Non-Profit Status (e.g. Articles of Incorporation, Determination Letter for 501c3, etc.)
6. If available, attach a sketch or other information about the proposed event layout.

After you have completed these steps, your application will be reviewed and the following options will occur:

Option 1: For walks, runs and small events (no food, beverage or merchandise sales) your application may be approved by the Parks and Recreation Department. The Parks and Recreation Department will issue you a Balloon Fiesta Park Event Permit.

Option 2: For larger events that will include amplified sound, significant number of participants, alcohol, fireworks or use of a major portion of the park:

- ✓ The Balloon Fiesta Park Operations and Management Advisory Board (e.g. representatives from nearby neighborhoods, the Albuquerque International Balloon Fiesta Event, local industry etc.) will review the proposed event. **The Advisory Board usually meets the second Tuesday of the month.** The completed Balloon Fiesta Park Application must returned to the Parks and Recreation office 7 days prior to the Advisory Board meeting for the Advisory Board to consider the event.
- ✓ The City Community Events Committee (e.g. Police, Fire, Traffic, Environmental Health, Zoning, Neighborhood Coordination, etc.) will review your event. This Committee provides a “One Stop Shop” opportunity for proposed events to be reviewed. The Community Events Committee meets second and fourth Friday of every month; call 768-3555 to schedule a meeting). Items covered:

| | | |
|--|--------------------|-----------------|
| Street Closures | Tents | Trash Pickup |
| Musical Performances/ amplified sound | Alcohol Dispensing | Barricading |
| Dust Control | Police Services | Fire Department |

LAST SIGNATURE FOR APPROVAL IS CHIEF’S OFFICE, POLICE DEPARTMENT. The Parks and Recreation Department will only approve an application if these steps are completed.



PART I. EVENT PLANNING INFORMATION

Name of Event: _____

Description: _____

Date(s) of Event: _____

Time of Event: _____

Start (including setup time) End (including take down time) Heaviest Use Period?

Projected Number of Participants: _____

Event Sponsor: _____

For Profit or Non Profit: _____

Contact/Address (person responsible for conduct of activity): _____

Phone Number: _____

Voice

Mobile/Pager

Fax

Area of Park To be used: _____

PART I. SPECIFIC EVENT INFORMATION

1. Have you or your organization sponsored a **SIMILAR SIZED EVENT**? If yes, please provide **EXAMPLES** from the last two years with name and phone contacts (on attachment if necessary): _____
2. The City of Albuquerque requires liability **INSURANCE** of \$1,000,000 with the City named as additional insured. (A note on the certificate is required that indicates: "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days prior written notice to the certificate holder named to the left.") **Can you or your organization provide this level of insurance?**
Yes ☐ No ☐
3. Is this a **PUBLIC** event? Yes ☐ No ☐
If **YES**, how will you **PROMOTE** your event? : _____

4. If **NO**, are you proposing to **RESTRICT PUBLIC** access in any way?

Yes ☐ **No** ☐ If yes, please describe: _____

5. Will you have **SALES** or be collecting **DONATIONS**? **Yes** ☐ **No** ☐

If **YES**, please explain: _____

6. **FEES:**

a. Will you be **CHARGING ADMISSION**?

Yes ☐ **No** ☐

b. Will tickets be **PRE-SOLD**?

Yes ☐ **No** ☐

c. **Will RE-ADMISSION** be allowed?

Yes ☐ **No** ☐

7. **FOOD AND BEVERAGES** (For events where food will be sold, no permit from Environmental Health is required for private parties, picnics, bake sales, etc.)

a. Do you want to **SERVE** or **SELL ALCOHOL**? **Yes** ☐ **No** ☐ If yes, please describe: _____

Please Note: If the Applicant is authorized to sell or serve liquor at the proposed event, then the Applicant will be required to have \$1.0 million liquor liability insurance identifying the City as additionally insured and will be required to obtain a Special Dispenses Permit. **ALL VENDORS ARE REQUIRED TO BE REGISTERED WITH THE STATE AND CITY.**

b. Do you want to **SELL**, **SERVE** and/or **COOK** food (circle which ones) **Yes** ☐ **No** ☐
If cooking, describe heat source (propane, etc.): : _____

c. What **UTILITIES** will you need? _____

NOTE: ENVIRONMENTAL HEALTH DEPARTMENT MUST APPROVE PROPOSED POTABLE WATER SYSTEM USAGE FOR EVENT.

8. **EVENT SETUP:**

a. Will **TENTS** be used (definition: enclosed on four sides): **Yes** ☐ **No** ☐

If yes, please describe (include information concerning size, location and number, please note, sandbag staking on grass only): _____

b. Will **FENCING** be used?

If **YES**, freestanding?

Yes ☐ **No** ☐

c. Will **STAGES** be used?

Yes ☐ **No** ☐

If yes, please describe (include information concerning size, location and number:

- d. What **VEHICLES** will be used? Yes ☐ No ☐
If yes, describe number, type, purpose and where the vehicle is to be driven (For multi-day events, please provide vehicle number breakdown per date): _____

- e. Will **AMPLIFIED SOUND** and/or **MUSIC** be used? Yes ☐ No ☐

If **YES**, describe (How will sound be monitored?):

The applicant will ensure that any amplified sound is kept to a minimum and sound will not be directed toward the west towards the adjacent neighborhoods.

II. APPROVALS:

Park Management

(505) 857-8650

5501 Pino Ave. NE, Building C
Albuquerque, NM 87109

Division Manager

Date

☐ Approved

☐ Denied

Comments: _____

ADDITIONAL SIGNATURES THAT MAY BE REQUIRED:

Yes? ☐ **Balloon Fiesta Park Operations & Management Advisory Board (505) 768-5300**

Parks & Recreation Department
1801 Fourth Street NW
Albuquerque, NM 87103

Date

 x **Approved**

☐ Denied

Comments: See page 6

FINAL APPROVAL**Parks & Recreation Department****(505) 768-5300**5501 Pino Ave. NE, Building C
Albuquerque, NM 87109_____
Director (or designee)_____
Date☐ Approved☐ Denied

Comments: _____

PART III. DECLARATION

I _____ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Parks and Recreation Department. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by the Parks and Recreation Department, Albuquerque Police Department or Fire Department, if in their opinion, the event becomes a public nuisance, or violations of statutes or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

Signature of Applicant_____
Date**INFORMATION TO BE FILLED OUT BY PARKS AND RECREATION:****FEES:**

| | |
|-------|--|
| _____ | Application Fee |
| _____ | Park Usage Fee) |
| _____ | Anticipated Extraordinary Maintenance Costs |
| _____ | Damage Deposit |
| _____ | Hookup Costs |
| _____ | Electrical (northern meter only on vendor concourse) |
| _____ | Potable Water |
| _____ | Total |

_____ **If Applicable - Additional Fee for Revenue Generating Activity**
(\$0.50 or \$1.00/ participant or car)

ARE INSURANCE DOCUMENT REQUIREMENTS (LIABILITY INSURANCE OR LIQUOR)?**Yes? Date Received?** _____

NOTES:

1. Some equipment (e.g. trash cans, gray water tanks, etc. may be available for use/ rental through AIBF, Sam Baxter, 821-1000).
2. Fees do not include security, or other City of Albuquerque permitting costs
3. Fees are based on approved 2004 Balloon Fiesta Park Fee Structure.
4. *Environmental Health Department must approve proposed potable water system usage for event.*
5. *All vendors/ businesses are required to be registered with the State and the City to do business in Albuquerque and the State of New Mexico.*

PENDING ITEMS FOR APPLICANT:

PENDING ITEMS FOR CITY:



CITY OF ALBUQUERQUE PARKS & RECREATION
Balloon Fiesta Park – Restrictions

Restrictions

Applicable Ordinances (Variance from Mayor's Office is required):

10-1-1-4 Park Property; 10-1-1-4 Sanitation; 10-1-1-6 Traffic; 10-1-1-7 Recreational Activities; 10-1-1-7; 10-1-1-8 Merchandising, Advertising and Signs; 10-1-1-10 Park Operating Policy

Selected Excerpts from City Ordinances:

- No hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns)
- No vandalism
- No glass containers (except immediate emergency treatment)
- No dumping of garbage or rubbish.
- If no receptacles are provided, the responsible party shall carry all rubbish or waste away from the park.
- Bicycles are confined to paved surfaces. A bicyclist shall be permitted to wheel or push a bicycle by hand over grass.
- Motorized vehicle shall only be used in designated areas.
- Horseback riding only on designated bridle trails.
- Engage in dangerous amusement (e.g. throwing or propelling objects such as hard balls, stones, arrows, javelins, model airplanes, roller skate) in areas that have not been designated for that use.
- Vending and Peddling: Except as a licensed concessionaire by City and under the authority and regulation of the Mayor.
- Advertising: No advertising, except as licensed concessionaire and under the authority and regulation of Mayor.
- No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of Mayor.
- Trash pickup: Sponsor will contract with Solid Waste Department for pickup
- No dogs allowed at events (unless approved in advance)
- Park Hours: 6 AM to midnight unless posted differently.

Other Rules:

- Vehicles not allowed on the grass unless pre approved prior to the event.
- Park must be left clean and trash hauled away. Trash pickup can be arranged through COA Solid Waste Department.
- Portable restrooms must be placed on asphalt, dirt or concrete areas.
- Stakes are prohibited for tents; blocks, sandbags and water filled barrels only.

Balloon Fiesta Park is the premiere ballooning capital of the world. Some restrictions may be imposed to ensure balloon compatibility.